

Going On Leave

| Example: |
|---|
| Pick a date (real or hypothetical) that your leave will start: |
| Working Until: |
| Baby Due: |
| |
| Total Pay Received by Date: |
| |
| $(Salary) \div 26 \times (\# of Pays to Date) = $ (Amount Paid) |
| ÷ 194 x = \$ (# of Days Worked) (Salary) (Amount Earned) |
| <pre>\$ \$ Amount Paid) = \$ (Earnings Adjustment Added to Final Pay)</pre> |